

Executive Officer - iACT

Mind HK is a fast-paced, quick-growing mental health charity, with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 24,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a dynamic and detail oriented Executive officer to join our iACT programme. The role will play a crucial role in providing comprehensive administrative support to the entire program. You will report to the Head of Programme and work closely with a range of team members.

Job Responsibilities:

- Assist the entire program team in various administrative and operational tasks.
- Assist in project documentation and coordination tasks.
- Collaborate with the Mind HK HR & Adm team and program team members to ensure all HR-related processes and documentation align with Mind HK requirements.
- Support HR and Admin tasks within the project team, including recruitment, onboarding, and staff records.
- Work closely with the Mind HK Finance Manager and program team members to ensure financial and procurement processes and documentation align with funder and Mind HK requirements.
- Maintain accurate financial records and support procurement activities within the project team.
- Ensure seamless coordination and execution of administrative aspects for various events.
- Handle any other ad hoc duties assigned by the organization.

We are looking for someone:

- A recognised associate degree or above is required.
- Minimum of 2 years of experience in administrative support roles. Preferably has experience working with the HK Government and/or NGO.
- Good written and verbal communication skills in English and Cantonese.
- Strong administrative and organizational skills.
- Proficient in project documentation and coordination.
- Experience in Financial accounting support is preferred.
- Event support capabilities for both large-scale and specific program-related events.

Terms:

Full Time (5 days per week, Monday to Friday, 10am-6pm); one and half year contract, renewal subject to review at contract end.

Salary and Benefits:

Mind Mental Health Hong Kong Limited, HK registered Charity no. 91/16471
Unit B, 18/F One Capital Place, 18 Luard Road, Wan Chai, Hong Kong Tel: +852 3643 0869
www.mind.org.hk

The starting salary for this position is between 19,088HKD - 23,335HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days, 5 days per week (FT staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins, and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.